

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Parental Leave Policy		April 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	4	April 2028

OWNER	Director of People & Development		
GROUP EXECUTIVE LEAD	Executive Principal (People & Culture		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/>	Group Procedure <input type="checkbox"/>	Local Procedure <input type="checkbox"/>
PURPOSE	The purpose of this policy is to provide colleagues with an understanding of their entitlement and eligibility for parental leave.		
APPLICABLE TO	All NCG employees within scope.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	<ol style="list-style-type: none"> 1. Colleagues are allowed to take up to 18 weeks' unpaid leave per child up to their 18th birthday. 2. Colleagues cannot take more than four weeks in any one year. 3. Colleagues must have at least 12 months' continuous service, give notice in writing and at least 21 days in advance. 		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on parental leave, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> • Flexible Working Policy • Authorised Absence Policy • Flexible Working Policy
KEYWORDS	<ul style="list-style-type: none"> • Parental • Unpaid leave

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	Consulted on as part of review process.		

1. POLICY SCOPE

This policy does not form part of Colleague's contract of employment and does not confer any contractual rights. It applies to the above divisions of NCG and colleagues who are employed either on a permanent or temporary basis.

2. REFERRAL TO AN ALTERNATIVE POLICY / PROCEDURE

- Where absence is due to an underlying health condition, then the matter will be managed in line with the NCG Sickness Absence Policy.
- Where absence is due to leave including paternity, adoption, shared parental and parental leave, then the matter will be managed in line with the relevant NCG policy.
- Where absence is due to non-sickness absence, then the matter will be managed in line with the NCG Authorised Absence Policy.
- Where there is a request to amend a colleague's working week, then the matter should be managed in line with the NCG Flexible Working Policy.

3. PARENTAL LEAVE

Colleagues are allowed to take up to 18 weeks' unpaid leave per child up to their 18th birthday. Colleagues cannot take more than four weeks in any one year.

Leave can start once the child is born or adopted, or as soon as twelve months' service has been completed, whichever is the sooner. It should be taken in blocks of one week.

If a child is disabled, parental leave can be taken in days rather than weeks.

4. PARENTAL LEAVE ELIGIBILITY

To qualify for parental leave colleagues must:

- Be employed by NCG.
- Have 12 months' continuous service.
- Have a child under the age of 18 and:
 - Be named on the child's birth / adoption certificate.
 - Have legal parental responsibility for the child.

Stepparents can also have parental responsibility where it's agreed between all parents. If a colleague is separated from the other parent or does not live with their child, they still have the right to parental leave if they have parental responsibility for their child.

5. NOTIFICATION

Colleagues will need to let their manager know in writing that they intend to take leave and give at least 21 days' notice. If a colleague wants to take parental leave straight after the birth or adoption of their child, they should give 21 days' notice before the expected week of childbirth or placement. Colleagues must confirm both the start dates and end dates in their notification and provide a birth / adoption certificate.

Leave cannot be delayed if:

- There is no significant risk to the business.
- It's being taken by the father or partner immediately after the birth or adoption of a child.
- It means colleagues would no longer qualify for parental leave, e.g. postponing it until after the child's 18th birthday.

If leave is postponed, managers:

- Will write to colleagues explaining why within 7 calendar days of the original request.
- Suggest a new start date - this must be within 6 months of the requested start date.
- Can't change the amount of leave being requested.

Colleagues should complete the notification of parental leave form (appendix A) and submit it to their manager along with the written evidence as outlined above. The manager should submit this information to the NCG Payroll and Pensions team.

6. ANNUAL LEAVE

Colleagues will continue to accrue their full annual leave entitlement during any period of parental leave including bank / public holidays. All annual leave should be used within the current year.

For teaching colleagues in Newcastle Sixth Form College, any statutory leave accrued during parental leave is offset against periods of College closures.

7. VARIATIONS TO THIS POLICY / PROCEDURE

This policy is intended as an overview of how parental leave is managed; however, it may need to be adapted to suit the needs of each situation.

8. STATEMENT ON IMPLEMENTATION

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

9. STATEMENT ON EQUALITY AND DIVERSITY

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

10. STATEMENT ON FREEDOM OF SPEECH

NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

11. STATEMENT ON CONSULTATION

This policy / procedure has been reviewed in consultation with HR colleagues and the Policy Review Council.

VERSION CONTROL			
Version No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New NCG policy incorporating individual College policies into one Group policy, streamlining processes in line with current legislation.		Jan 2021
2	N/A		Dec 2022
3	N/A		Feb 2023
4	Section 4. Inclusion of Stepparents and separated parents	Director of People & Development	Mar 2025

Appendix A Notification of Parental Leave form

Guidelines for completion

Please read the NCG Parental Leave Policy before completing this form. This form should be completed by colleagues providing at least 21 days' notice of when they intend to take parental leave. Once completed, please submit this to your manager.

Managers should send this form alongside a copy of the birth / adoption certificate to the NCG payroll team at payroll@ncgrp.co.uk.

Section A: Colleague Details

Surname		Forename	
Payroll ID number		Department	

Section B: Parental Leave Information

Start Date	End Date	No. of weeks / days requested

Section C: Previous Parental leave made in regards to the relevant child

Start Date	End Date	No. of weeks / days requested

Section D: Declaration

I recognise that NCG is entitled to make enquiries of all or any of my previous employers in relation to any previous periods of parental leave taken. I also recognise that NCG may postpone the period of leave requested, by up to six months where the leave requested does not coincide with the expected week of my child's birth or adoption and the business would otherwise be unduly disrupted by my absence.			
Colleague signature		Date	